



Parks & Recreation Department

Dear Prospective Instructor:

Thank you for your interest in providing classes for the citizens of Sugar Land.

All programs are offered through the City of Sugar Land Parks and Recreation Department. The Parks and Recreation Department coordinates the provision of leisure, recreation and education programs for all demographic populations.

The following class proposal forms are required in order for your class to be considered as an addition to our current programming. Please review the following information carefully and submit all applicable documents:

1. Class proposal form
2. W-9
3. Vendor EFT Form
4. Class related certifications
5. Two written references
 - a. From two cities or business for whom you provide or have provided classes.
 - b. If you do not/ have not provide(d) classes at other cities or business, please provide customer references.

Instructors are expected to manage their programs as their privately owned and operated businesses. This may include but is not limited to:

- Purchasing and preparation of supplies needed for programs.
- Additional marketing/advertising if needed
- Contacting participants in certain situations
- Registration of class participants
- Set-up/take-down of equipment and furniture located in classrooms
- Cleaning up after each class
- Ensuring the quality of the program content

The City of Sugar Land provides advertising for your classes in the department Playbook, on our website, <http://www.sugarlandtx.gov/index.aspx?NID=555> , inside the recreation center and occasionally in the Sugar Land Today publication.

Please review the policies and the class proposal packet very carefully as you will be expected to be knowledgeable of and abide by the information contained in these documents if you are contracted by the City of Sugar Land.

If you have any questions, please contact the Recreation Programs Coordinator.

We look forward to hearing from you.

Thank you,

A handwritten signature in black ink, appearing to read "D. Berkley", with a long horizontal line extending from the end.

Dave Berkley
Recreation Programs Coordinator
281-275-2339
dberkley@sugarlandtx.gov
Imperial Park Recreation Center
234 Matlage Way
Sugar Land, TX 77478

PURPOSE

The Parks and Recreation Department will continue to partner with instructors to meet the recreation and leisure needs of the community.

SCOPE

These procedures establish guidelines for becoming a leisure class instructor at the Imperial Park Recreation Center (IPRC) and the facilities listed in this policy. **The Recreation Manager has the sole right to accept or reject any proposed leisure class.**

HOW TO BECOME A LEISURE CLASS INSTRUCTOR

1. Instructor must submit an outline of each proposed leisure class to the Recreation Manager. The outline should include: proposed leisure class, brief summary, class fee(s), preferred times, dates, facility or park, equipment needs, and/or supplies/materials to be provided by the instructor, IPRC, or students.
2. The outline should include the instructor's name, address, and phone number, related experience and education for teaching the class, and references. The outline should also include any fees that participants will incur- i.e. uniforms, tournament costs, recitals, etc.
3. The Recreation Manager will review the proposal and contact the instructor within fifteen (15) working days to confirm whether the class has been approved. Classes are offered according to demand, available space and conformity with City policy. **The City of Sugar Land is under no obligation to offer a class.**
4. If suggested dates are not available the instructor will be contacted to discuss other options.
5. If the class is approved, the instructor may have to provide additional paperwork.

GENERAL POLICIES

REGISTRATION, REFUNDS AND CANCELLATIONS

1. Class Registration:
IPRC may handle all registration under the RecPro software system. A company or offsite instructor may be able to handle registrations.
2. Registration through the Parks and Recreation department is located at the IPRC and may be no later than the close of business on the 7th of every month. No registration or payments will be taken by the instructor unless approved by the Recreation Manager.

3. All payments are payable to the 'City of Sugar Land'.
4. Rosters/attendance sheets will be available in hard copy for pick up or e-mailed if requested. Instructors will be responsible to pick up class rosters before the first day of class at the IPRC. Instructor will be responsible for verifying that individuals that arrive for class have made their payment to the City of Sugar Land.
5. Classes that do not meet minimum enrollment five (5) days prior to the first day of class are subject to cancellation. Staff will notify participants and instructor of cancellation. Class minimums will be determined by the instructor agreement. Renewal of class will be at the discretion of the Recreation Manager.
6. Participant refunds will be given in full if request is received prior to the start of the first class, regardless of the reason. Customer satisfaction is our highest concern. Requested refunds after the 2nd class date will be determined within five (5) business days of the request.

INSTRUCTOR RESPONSIBILITIES

1. Arrive and be prepared for class 15 minutes prior to starting time.
2. Ensure proper use of facilities during class.
3. Clean-up of any equipment utilized by the instructor, parents, students or spectators. You are not authorized to use any equipment not outlined in your agreement.
4. Dismissal of all class participants. Instructor must provide supervision of minors until parents pick them up.
5. Maintaining a professional demeanor and appearance at all times.
6. Room set up necessary for instruction of the class and restoring the room to its previous condition upon completion of the class. Specific guidelines are laid out in further detail in the Service Agreement as to which party is responsible for equipment.
7. Providing all necessary materials as required in their agreement.
8. If an emergency arises and the instructor needs to cancel class or will be late to class, it is the instructor's responsibility to contact the students and the office immediately to inform that they will be late or absent. All efforts will be made by the instructor to secure a substitute for class. Lateness or absenteeism may result in the termination of instructor contracts. It is also the instructor's responsibility to make up any class time or sessions.

Termination

This Agreement may be terminated by the instructor by giving at least thirty (30) days written notice to the City of Sugar Land. This Agreement may be terminated by the City with or without cause by giving the Instructor at least thirty (30) days written notice. Notwithstanding the above, the City may terminate this Agreement immediately and without notice upon the happening of any of the following:

- (a.) The conviction of the instructor of any felony, or of any Misdemeanor (excluding moving traffic violations); or
- (b.) The failure of the instructor to diligently or properly perform the duties under this Agreement.

Criminal Background

The Contractor and all of his/her employees and volunteers will be subject to a criminal background check at least **every 6-12 months**. If any criminal background check is found to be unsatisfactory, the person(s) with the unsatisfactory criminal history will be removed from the program immediately. The instructor will not have any employee or volunteer assist with any program in the Department without a criminal background clearance given by the Human Resources Department. Violation of this Provision will result in immediate termination of this Agreement.

Indemnity

INSTRUCTOR SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND THE CITY AND ITS OFFICERS, DIRECTORS, AGENTS, SERVANTS, VOLUNTEERS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, ACTIONS, COSTS, LOSSES, CLAIMS AND EXPENSES (INCLUDING ATTORNEYS' FEES AND COURT COSTS), CAUSED BY OR RESULTING FROM, IN WHOLE OR IN PART, ANY TORT OR ACT, OMISSION, NEGLIGENCE, INTENTIONAL MISCONDUCT, FAULT OR VIOLATION OF LAW OR ORDINANCE, COMMITTED BY INSTRUCTOR OR INSTRUCTOR'S EMPLOYEES, AGENTS OR CONTRACTORS, WHICH OCCURS DURING THE USE OR OCCUPANCY OF CITY'S PROPERTY BY INSTRUCTOR OR THE INSTRUCTOR'S PERFORMANCE UNDER THIS AGREEMENT.

All personal property housed or placed at a City facility will be at the risk of the Instructor, and the City will have no liability for any damage or loss to any personal property located thereon for any cause whatsoever. The Instructor agrees and understands that the City does not and will not carry liability, fire, or theft insurance to cover the Instructor's property.

Payment

Instructors receive/retain between 80-90% of all class fees. Payment amount will be determined by the IPRC Staff based on, but not limited to; facility or park usage, success rate, equipment use, & length of class.

1. For a one-time class/camp: 50% of payment to instructors will be processed after the second day of class (remainder processed upon completion of class).

2. Instructors with regularly scheduled classes through the City will be paid at the end of every month. Please allow for 2-3 weeks for processing of payment.
3. Instructors registering for their class must provide a full roster to include the name, address, and phone number of each participant and must be submitted with payment as outlined in the contract.
4. Instructor is responsible for the payment of his or her income taxes, and the City will not withhold for income taxes or any other taxes unless required by State or Federal Law.
5. Instructor is not an employee of the City of Sugar Land and is not eligible for any benefits afforded to employees.
6. Instructor's contract may be terminated at the sole discretion of the City of Sugar Land.
7. The signing of this Leisure Class Instructor Policy waives and releases any and all rights and claims of the instructor against the City of Sugar Land while providing instruction for said class(es).
8. Instructor signature on this Leisure Class Instructor Policy is mandatory to confirm the instructor understands these policies.

Facility and Parks Hours of Operations

1. First Colony Conference Center (FCCC)
 - a. Monday – Thursday 8 a.m. – 10 p.m.
 - b. Friday & Saturday 8 a.m. – 1 a.m.
 - c. Sunday 8 a.m. – 10 p.m.
2. Lost Creek Meeting Center (LCCC)
 - a. Monday – Thursday 8 a.m. – 10 p.m.
 - b. Friday & Saturday 8 a.m. – 10 p.m.
 - c. Sunday 8 a.m. – 10 p.m.
3. Lost Creek Park
 - a. Daily 7 a.m. – 10 p.m.
4. Eldridge Park Meeting Center (EPCC)
 - a. Monday – Thursday 8 a.m. – 10 p.m.
 - b. Friday & Saturday 8 a.m. – 10 p.m.
 - c. Sunday 8 a.m. – 10 p.m.
5. Eldridge Park
 - a. Daily 7 a.m. – 10 p.m.
6. Jim Cooper Meeting Room (JCMR)
 - a. Monday – Thursday 8 a.m. – 10 p.m.
 - b. Friday & Saturday 8 a.m. – 10 p.m.
 - c. Sunday 8 a.m. – 10 p.m.
7. City Park
 - a. Daily 7 a.m. – 10 p.m.
8. Imperial Park Recreation Center (IPRC)
 - a. Monday – Friday 8 a.m. – 10 p.m.
 - b. Saturday 8 a.m. – 8 p.m.
 - c. Sunday 1 p.m. – 5 p.m.
9. Memorial Park
 - a. Daily 8 a.m. – 10 p.m.
10. Oyster Creek
 - a. Daily 7 a.m. – 10 p.m.

For the most up to date Leisure Class Calendar please visit:

<http://www.sugarlandtx.gov/DocumentCenter/View/12777>

*For information about hosting free classes at the T.E. Harman Center please contact the T.E. Harman Center Recreation Coordinator at 281-275-2893.

Class Proposal Form

Instructor/Business Information

(Please include name and contact numbers for each instructor who would be conducting classes)

Instructor(s) or business name:

E-mail(s):

Phone number(s):

Address:

Please note: You may be required to submit a completed IRS W-9 tax form prior to being contracted and paid for your services.

Program Information

If you are proposing multiple classes, each with different content, please complete a Program Information sheet for each class.

Program Title:

Briefly list/describe what your students will be doing:

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Lists of all materials, supplies, and equipment: (Include handouts/reference materials, pens, folders, and all supplies the students will need to participate in your program):

Supplies you will provide for the students:

Supplies that the students must purchase *to bring with them to class*:

Equipment you will need the City of Sugar Land to furnish for your program (such as tables, chairs, sink, athletic equipment, mats, etc.):

Equipment/materials you will provide and that you will be using while conducting the program (such as, a personal piece of equipment like an easel, wireless microphone, video camera, etc.):

Class days/session days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time frame:

Please note that due to very limited space and time available at our facilities, we may not be able to accommodate your proposed class times, dates, or locations. If this is the case, we may contact you to suggest alternate times/locations.

Student fee(s) + Supply Fee: Supply fees will be paid to the instructor on the first day of class.

Desired facility/room:

☐ T. E. Harman Center
☐ Lost Creek Meeting Center
☐ Jim Cooper Meeting Room

☐ First Colony Conference Center
☐ Eldridge Park Meeting Center
Imperial Park Recreation Center:
☐ Gymnasium ☐ Gaming Room
☐ Multi-Purpose Room ☐ Exercise Room

Parks/Open Space:

☐ Oyster Creek Park
☐ Imperial Park
☐ City Park

☐ Lost Creek Park
☐ Sugar Land Memorial Park
☐ Eldridge Park

Participant age range: _____

Number of students in class: _____ Minimum _____ Maximum

Class description: ‘Sell’ your program to potential customers in 45 words or less):
